



# Invoice Assessment

## SBHC Job Aid

**Before you start the completion process for the invoice Assessment, keep the following billing information in mind:**

- Currently the monthly invoice must be set up prior to accessing and completing the assessment.
- The monthly invoice should be completed prior to authorization to ensure that it is attached to the invoice prior to adjudication and submitted to DPH.
- If it is not, a supplemental invoice will need to be submitted.

Completing an Invoice Assessment	
1.	Log into EIM/ESM.
2.	Click the <b>Billing</b> Module.
3.	Select <b>Invoice Search</b> from the navigation bar.
4.	Enter search criteria. <b>Note:</b> Generally searching by the date is helpful, e.g. 11/01/2006 - 11/30/2006.
5.	Click <b>[Search]</b> . <i>The results appear below the search criteria.</i>
6.	Click the <a href="#">Invoice</a> link. <i>The <b>Invoice Summary</b> page appears.</i>
7.	Select <b>Invoice Assessment</b> from the navigation bar. <i>The <b>Invoice Assessment</b> page appears.</i>
<b>Note:</b> Refer to attachment: Directions for Completing School-Based Health Center Invoice Assessment for more detail information for SBHC instructions on how to answer each question as well as the assessment form.	
8.	Click <b>[Complete Assessment]</b> . <i>The <b>Invoice Assessment</b> page reappears.</i>
9.	Enter information in the appropriate fields.
10.	Click <b>[Next page]</b> . <i>The <b>Invoice Assessment</b> page reappears.</i>
11.	Finish Assessment.
12.	Click <b>[Submit]</b> . <i>The <b>Invoice Summary</b> page reappears with a message displaying, "The Assessment has been completed successfully".</i>
<b>Virtual Gateway Customer Service</b> <b>800- 421- 0938</b>	